

# **TECHNICAL SUPPORT SERVICES FOR THE FAA ACADEMY NAS TECHNICAL SERVICES DIVISION**

## **Statement of Work**

Information regarding the Statement of Work for use in connection with the solicitation for

U. S. DEPARTMENT OF TRANSPORTATION

FEDERAL AVIATION ADMINISTRATION

MIKE MONRONEY AERONAUTICAL CENTER (MMAC)

FEDERAL AVIATION ADMINISTRATION (FAA)

FAA Academy

NAS Technical Services Division (AMA-900)

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**CHANGE HISTORY**

<b><u>Change No.</u></b>	<b>DATE</b>	<b><u>Description of Change</u></b>
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## **Section 1. General Contract Information**

### **1.1 Overview**

This Statement of Work describes the supplies and services required to provide technical support services for the FAA Academy NAS Technical Services Division. The NAS Technical Services Division provides technical support services for the FAA Academy systems used to train engineers, technicians, environmental specialists, air traffic controllers and programmers who improve, maintain, and control the reliability of the National Airspace System (NAS).

### **1.2 Terms and Acronyms**

Explanations and definitions of terms and acronyms found in this document may be found in a separate document titled Contract Terms and Acronyms, included as Appendix B to this document. This document will be maintained and updated as necessary by the Contracting Officer's Representative (COR) following award.

### **1.3 Scope of Work**

The contractor shall provide experienced qualified management and technical personnel to augment FAA Academy NAS Technical Services Division personnel in the completion of its tasked activities and assisting in the performance of work more specifically defined in other sections of this document. The contractor may also be required to interface with other contractors, commercial companies, equipment manufacturer representatives, engineers, and various agencies, and various FAA organizations relative to maintenance, enhancements, and performance of assigned equipment as directed by the FAA. The contractor will also provide those on-site personnel needed to effectively manage the contract staff provided. However, beyond those positions specifically identified as FAA requirements in this document, any such clerical, administrative, supervisory, or managerial positions proposed at direct cost to this contract shall be subject to negotiation.

### **1.4 Support Requirements**

The support projections reflected in the contract document represent the FAA's required period of performance for this effort. The workload projection is based on assumptions of workload prior to September 30, 2007, a potential increase of training workload over the course of the contract, and normal FAA attrition. However, as one or more of these assumptions may prove unfounded, the FAA shall not be bound by, nor does it assume any obligation based on, these projections, as they are solely intended for use during this solicitation, and will be revised as necessary following award. Schedule B does not imply guaranteed minimum requirements, except contract line item numbers (CLINs) identified by narrative description and is based solely upon FAA projections. Work requirements are provided to the contractor via work orders when the need arises.

### **1.5 Performance Period Support Requirements**

Projected support requirements for each active task will be reflected in one or more Work Orders (WOs), prepared each performance period by the COR, in concert with FAA Academy NAS Technical Services Division management. Each WO will reflect support requirements for a single task, subtask, or special project. Each WO is subject to revision, as needed, to update the projected requirements. Only the most recent WO for each task, subtask, and special

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project shall be considered to accurately depict FAA Academy NAS Technical Services Division's support requirements for that period.

**1.6 Funding Considerations – Operation Funds**

This contract is funded almost entirely through the use of appropriated operations (OPS) funds. Generally, the exact amount of such funds that will be available for a performance period will not be determined until after the period has begun. As a consequence, support requirements for that period shall be initially identified as being subject to the availability of funds. Once funding has been determined, requirements will be adjusted, if necessary, to ensure identified support can be accommodated within appropriated funds.

**1.7 Supervision of Contract Employees by Contract Project Manager**

The Contract appointed Project Manager shall provide day-to-day supervision of contract personnel. At no time will supervisory control policy guidance be available through FAA Academy NAS Technical Services Division personnel. The Contract Project Manager shall appoint an interim replacement in his/her absence. With the exception of those activities specifically outlined in this document, which have been designed so as not to infringe upon the contractor's supervisory responsibilities and authority, FAA Academy NAS Technical Services Division personnel will in no way be involved directly in the processes of hiring, selecting, non-selecting, work assignment, work related awards or discipline, approving work schedules and/or absences, labor-management issues, career planning, or compensation for any individual working or with potential to work on this contract. Any suspected or actual incident of FAA Academy NAS Technical Services Division personnel being involved in these processes must be reported to the CO or the COR.

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**Section 2. Location and Time of Work**

**2.1 Location of Work**

All work performed under this contract shall be performed at the following location, unless directed in writing by the CO or the COR:

**Mike Monroney Aeronautical Center  
FAA Academy  
6500 South MacArthur Blvd.  
Oklahoma City, Oklahoma, 73169.**

**2.2 Normal Hours of Operations**

Normal operations will generally occur between the hours of 6:00 a.m. and 12:00 p.m. local time, during regular workdays of the week, Monday through Friday. However, availability may be required outside of these days/hours and are subject to change based on the FAA Academy NAS Technical Services Division's operational needs. Some tasks may require periodic shift contract support between the hours of 12:00 p.m. and 6:00 a.m. In those cases, the estimated amount of activity occurring during these hours will be included in the description of the task. Other than those specific requirements identified by the FAA Academy NAS Technical Services Division, no evening shift activity will be permitted without prior authorization from the CO or the COR.

**2.3 Saturday and Sunday Activity**

Saturday or Sunday activity may be anticipated under this contract. In the event such activity is required, the contractor will be notified by the CO or the COR, and will be provided as much advance notice of the requirement as practicable. Other than those specific requirements identified by the FAA Academy NAS Technical Services Division, neither Saturday nor Sunday activity will be permitted without prior authorization from the CO or the COR.

**2.4 Overtime**

Overtime activity may be anticipated under this contract. In the event such activity is required by the FAA Academy NAS Technical Services Division, the contractor will be notified by the CO or the COR, and will be provided as much advance notice of the requirement as practicable. Absent such notification, overtime activity will not be permitted without the express written approval of the CO or the COR. Further, this provision shall apply regardless of the methods proposed by the contractor for compensating employees involved in such activity.

**2.5 Observance of Holidays**

No activity is anticipated under this contract on holidays recognized by the FAA Academy NAS Technical Services Division. In the event such activity is required, the contractor will be notified by the CO or the COR, and will be provided as much advance notice of the requirement as practicable. Absent such requirements, holiday activities will not be permitted without prior authorization from the CO or the COR.



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**a) Designated U.S. Federal Holidays**

A list of the designated U.S. Federal holidays, as of the date of this document, is as follows:

***New Year's Day***

***Martin Luther King, Jr's Birthday***

***President's Day***

***Memorial Day***

***Independence Day***

***Labor Day***

***Columbus Day***

***Veterans Day***

***Thanksgiving Day***

***Christmas Day***

Additionally, other days may be proclaimed as a "holiday" by Federal statute, executive order, or Presidential proclamation and these days shall be considered equivalent to the ten that have been officially designated. No other holidays shall be recognized under this contract, except in those cases where an employee is working under this contract in a foreign country. In these rare cases, the holidays of the host country will be observed.

**2.6 Aeronautical Center Closure or Early Dismissal**

Adverse weather conditions or other emergencies may require the closure of the Mike Monroney Aeronautical Center. Circumstances may also arise which will require the early dismissal of MMAC personnel. In most cases, no activity is expected under this contract during periods of MMAC closure and/or early dismissal, nor will any such activity be permitted during these periods without prior authorization from the CO or the COR. Please refer to Order AC 1600.21G, Mike Monroney Aeronautical Center Physical Security Handbook, for further information regarding general access procedures.

**2.7 Notification of Center Closure or Early Dismissal**

The FAA will provide the contractor with notice of MMAC closures through the use of public broadcast announcements on local television, radio stations, or official Aeronautical Center announcements (i.e. Aeronautical Center Operations contact at (405) 954-0040, building public announcement systems, etc.). Announcements of early dismissal will be provided to the contractor by the CO the COR, or in their absence by appropriate FAA Academy NAS Technical Services Division management.

**2.8 Quantity of Work and Excused Absence**

This document does not establish any specific minimum quantity of work, either as an aggregate figure or on a per employee basis on any day affected by either the closure of MMAC or the early dismissal of MMAC personnel. Neither does it establish any specific provision for granting excused absences or any type of reimbursable leave for these days. Contractor employee leave will be in accordance with contractor employer personnel policies and procedures.

**2.9 Leave Management**

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Contractor will manage leave usage whereas to ensure FAA requirements will not be impacted by significant unplanned leave usage.

### **Section 3. Travel**

#### **3.1 Travel Guidelines**

Support under this contract may require contract personnel to travel as part of their normal assigned duties. Such travel, when required, will almost exclusively be restricted to, but need not be limited to, the territories and possessions of the United States. Any such travel, in connection with performance of tasked activities, requires pre-trip approval by the CO.

#### **3.2 Travel Reimbursement Guidelines**

The provisions of the Federal Travel Regulations, issued by the General Services Administration (GSA), available for viewing at <http://www.gsa.gov/>, will be used as the guideline for establishing allowable reimbursement costs for all travel within the 50 states, the District of Columbia, the Commonwealth of Puerto Rico and the territories and possessions of the United States. The provisions of the Foreign Service Act of 1980 will govern any travel outside the areas listed above.

#### **3.3 Travel Cost Reimbursement**

FAA Academy NAS Technical Services Division will directly reimburse the contractor for approved travel. The FAA is not responsible for providing advance travel costs. The contractor is solely responsible for all travel costs incurred during the performance of this contract. After completion of travel, contractor will submit expense voucher, in accordance with FAA's Travel Policy (FTR), and report to the FAA Academy NAS Technical Services Division COR for processing. The FAA shall be solely responsible for determining what costs are allowable for reimbursement. The FAA will not reimburse costs determined to be unnecessary, unreasonable, or unallowable. Reimbursement will be accomplished through the utilization of contractor provided Travel Orders, Travel Vouchers, and Direct Deposit to the account designated by the traveling contract employee.

#### **3.4 Relocation Expenses**

This document does not permit, require, nor is intended to encourage, contractors to include provisions for reimbursing any of their employees for expenses incurred, in whole or in part, as a result of any relocation in connection with their efforts under this contract. This applies equally to relocations to the MMAC area to provide support under this contract, as well as to relocations from the MMAC area at the completion of duties under the contract.

#### **3.5 Advance Payments**

Advance travel payments from the FAA are not authorized under this contract.

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**Section 4. Products Rights and Government Property**

**4.1 FAA Proprietary Rights**

The FAA acquires title to all products resulting from performance under this contract, and all the rights and privileges derived there from, as these products are produced. This right is not dependent upon the completion of the product, the formal or written acceptance of the product, or receipt of payment for the services from which the product results. For further information, please refer to the FAA Acquisition Management Policy (AMS), Section 3.5. 'Patents, Rights in Data and Copyrights.'

**4.2 Forfeiture of Rights**

The rights and privileges described in the preceding paragraph cannot be involuntarily surrendered, transferred, forfeited, or ceded. Any such forfeiture can only be accomplished by the CO, assisted by the COR, and must be in writing. Further, no precedent shall be established by any such forfeiture, and each request shall be considered separate and distinct from all other requests.

**4.3 Use and Dissemination of Government Property**

Unless specifically authorized in writing by the CO, the contractor shall not use, modify or disseminate any item of Government property for any purpose beyond the scope of this document, the contract and other related documents. This prohibition includes, but is not limited to, the use of FAA equipment for work not directly in support of this contract, and the use or dissemination of any FAA training materials, including materials developed under this contract.

**4.4 Removing or Relocating Government Property from MMAC**

The contractor shall not remove/ relocate, nor permit its employees to remove/relocate, Government property from the MMAC assigned work areas for any purpose unless specifically authorized in writing by the CO or the COR and coordinated with the NAS Technical Services Division Property Custodian. This prohibition applies to property furnished to the contractor by the FAA, property acquired by the contractor using contract funds, and property/products produced through performance under this contract. Further, this prohibition covers both the physical removal and the electronic transmission of property, and applies equally to both original items and all reproductions of those items, regardless of the reproduction format.

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## **Section 5. Government Furnished Items**

### **5.1 Facilities and Utilities**

FAA Academy NAS Technical Services Division shall provide space and facilities plus associated utilities and housekeeping, equivalent to that provided to FAA personnel, for the contractor to perform the work defined in this document. Where possible space provided shall be maintained to the same standards as like areas occupied by FAA personnel. Facilities provided are to be used exclusively in support of this contract. The contractor shall not make any alterations to Government furnished space or facilities except as approved in writing by the CO or the COR and at no direct cost to this contract. Whenever the contractor vacates Government space, such space and facilities shall be restored to its original condition, considering any approved alterations plus normal wear and tear, at no direct cost to this contract.

### **5.2 FAA Access to Provided Space**

The contractor is hereby advised that a limited number of FAA personnel will have unrestricted access to space provided for their use in accordance with the provisions of the preceding paragraph. As a result of MMAC policies regarding the utilization and distribution of Government keys or keycards, certain FAA employees will be provided master (or sub-master) keys which will open all doors utilizing a key number within their allocated group (or sub-group). The contractor should take this into account when developing their proposal in order that it includes adequate provisions for safeguarding sensitive personnel information, proprietary data, and any other sensitive data that the contractor wishes to retain in the space provided. The Contractor will be responsible for the cost associated with a lost key or keycard by its employees. Contract management must optimize space provided by the FAA.

### **5.3 Conservation of Utilities**

The contractor shall ensure all contract employees are aware of acceptable utility conservation practices and shall be responsible for operating in a manner as to minimize waste of utilities.

### **5.4 Government Furnished Property**

The items described in the following paragraphs shall be considered Government furnished property. Definitions, usage and contractor accountability shall be in accordance with Acquisition Management Policy, Contract Administration, Section 3.10 and Contractor's Guide for Control of Government Property, Section 4. Contract Administration.

The contractor will be required to provide property management controls to ensure optimum utilization and security. The FAA retains property management authority for all items provided, as well as, sole discretion in the placement, movement and removal of all property provided to the contractor. The contractor must not remove, relocate, or re-assign Government furnished property without prior approval of the COR. Contract management must optimize their use of Government furnished property provided.

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### **5.5 Office Furniture**

FAA Academy NAS Technical Services Division shall provide workstations, desks, chairs, and filing cabinetry for contract personnel comparable to those provided to Government personnel. Any furnishings provided are at the sole discretion of the Government (i. e., type, model, style, etc.)

### **5.6 General Supplies**

The contractor is responsible for providing their own general office supplies. Company specific supplies and materials required by the contractor, (i.e., pre-printed stationary, business cards, and timecards) will not be supplied by the FAA Academy NAS Technical Services Division. It is at the FAA Academy NAS Technical Services Division's discretion to provide general office supplies in support of contract requirements.

For government furnished equipment, FAA Academy NAS Technical Services Division will provide the appropriate supplies needed (i.e. toner, ink cartridges).

### **5.7 Computer Hardware and Software**

With the exception of computer hardware and software required by the contractor management and administrative personnel, the FAA will maintain and distribute all computer equipment and software typically required to fulfill requirements as requested by FAA under this contract, subject to availability, and based on FAA Academy NAS Technical Services Division's workload priorities. Contract personnel shall not install, uninstall, move, or make modifications to any hardware or software on any computer located at the MMAC without prior approval from the COR and in coordination with the FAA Academy NAS Technical Services Division Property Custodian. The contractor will be required to implement and manage property management controls or procedures including conducting property audits two times per year for all loaned FAA property. The outcomes of these audits will be provided to the COR and the FAA Academy NAS Technical Services Division Property Custodian. Before Government equipment can be provided, the contractor Project Manager or Project Manager designate must sign the appropriate FAA property documents.

### **5.8 FAA Computer Network**

The FAA maintains a computer network and provides contractor access. FAA Academy NAS Technical Services Division will provide contract personnel with access as required for contract support requirements. Contract personnel shall not connect any computer equipment to the FAA network without prior authorization from the COR. The COR shall be responsible for obtaining the network access and any clearances necessary through the FAA Academy NAS Technical Services Division management and other FAA offices. For further information please refer to FAA Order 1370.79A 'Internet Use Policy', <http://www.faa.gov/index.cfm> and to FAA Office of Human Resources 'Local Area Network Rule of Behavior' <http://www.faa.gov/ahr/policy/>.

### **5.9 Misuse of FAA Computer Network**

The contractor must adhere to all FAA intranet, internet, network policies and orders. Misuse of FAA provided computer equipment or network by contract personnel will result in a determination by FAA Academy NAS Technical Services Division management as to appropriate corrective action for each infraction. Depending upon the nature and severity of the infraction,

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corrective actions can range from loss of privileges (i.e., loss of access to the Internet, government e-mail system, etc.) to a recommendation to the CO for removal of contract personnel. Further, these determinations are not subject to appeal. Lastly, these provisions do not preclude the imposition of any applicable civil or criminal penalty resultant from an infraction. For further information, please refer to FAA Order 1370.79A *Internet Use Policy*, <http://www.faa.gov/index.cfm>.

All contract personnel using FAA computer resources or accessing the FAA network shall agree to and sign the FAA Office of Human Resources 'Local Area Network Rule of Behavior' prior to receiving requested access. Please refer to the Human Resource Management website for further information: <http://www.faa.gov/ahr/policy/>.

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**Section 6. Contractor Furnished Items**

**6.1 Supplied Furniture**

The contractor shall be responsible for providing, without direct cost to this contract, any furniture required for the management and administrative staff.

**6.2 Supplied Equipment**

The contractor shall be responsible for providing, without direct cost to this contract, any equipment it requires for the management and administrative staff. Examples include, but are not limited to, computers, printers, other computer peripherals, office equipment (fax machine, copier, etc.), and items of personal convenience (coffee maker, microwave oven, etc.).

**6.3 Furnished Computer Equipment**

The FAA may not have the resources to provide a computer system for each contract employee and some sharing of equipment is anticipated during the life of this contract. While not required, the contractor may elect to propose methods by which contractor owned and/or contractor acquired hardware and/or software may be utilized to supplement existing FAA equipment. Should such methods be proposed and approved by the FAA, the contractor will incur any and all associated costs. Further, such proposals shall be subject to negotiation, and must be formally included in the contract before they may be implemented. All computer hardware and software provided by the contractor, if intended to be connected to the FAA computer network, shall comply with FAA LAN and network security specifications as reflected in the COR's guidance as of the date of its connection. Further, this equipment shall either be updated as needed to maintain compliance with subsequent specifications and remain compatible with other FAA offices or be disconnected from the network, as directed by the CO.

**6.4 Supplemental Computer Equipment**

The FAA may not have the resources to provide supplemental computer equipment for each contract employee and some sharing of equipment is anticipated during the life of this contract. While not required, the contractor may elect to propose methods by which contractor owned or contractor acquired hardware or software may be utilized to supplement existing FAA equipment. Should such methods be proposed, any and all costs to the FAA that will be incurred from the adoption of the proposed methods must be clearly identified in the proposal. Further, such proposals shall be subject to negotiation, and must be formally included in the contract before they may be implemented.

All computer equipment provided by the contractor, if intended to be connected to the FAA computer network, shall comply with FAA LAN and network security specifications as reflected in the COR's guidance as of the date of its connection. Further, this equipment shall either be updated as needed to maintain compliance with subsequent specifications and remain compatible with other FAA offices or be disconnected from the network, as directed by the CO.

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**6.5 Provided Supplies**

The contractor shall be responsible for providing, without direct cost to this contract, any supplies it requires due to preference. Examples of the above include, but are not limited to, company-specific supplies (i.e., letterhead and pre-printed stationery), brand-name supply items, etc.

**6.6 Provided Protective Equipment**

Contractor shall be required to provide personal protective equipment for contract personnel as required by Occupational Health and Safety Standards Act 29 CFR 1910.132

<http://www.osha.gov/> and FAA Order 3900.19. All personal protective equipment worn by contractors shall be equal to or exceed the level of protection provided by the Government for Government employees.

**6.7 Suitability and Safety of Contractor Supplied Items**

The FAA reserves the right to determine the suitability and safety of any furniture, equipment, or supplies provided by the contractor. Suitability, as applied to computer equipment and software, shall also mean full compatibility with existing FAA network equipment and software, and full compliance with any FAA network specifications pertaining to such items. Items deemed unsuitable or unsafe shall be removed from the Mike Monroney Aeronautical Center (MMAC), or moved to a suitable location, as directed by the CO, at no direct cost to this contract.

**6.8 Non-reimbursed Property-Related Costs**

It is possible the contractor may elect to provide any furniture, equipment, or supplies beyond those required under the provisions of the preceding paragraphs. Should this occur, this contract shall not incur any direct charges as a result of such election unless the charge has been expressly approved by the CO prior to the cost's being incurred. This prohibition against such charges applies not only to easily identifiable costs such as the purchase price of furniture or equipment, but also to the associated costs, such as the cost of transporting the furniture or equipment to (or from) the MMAC.



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## **Section 7. Employment and Staffing**

### **7.1 Minimum Experience and Education Requirements**

With the exception of those individuals specifically covered by the provisions of paragraph 7.4 below, all personnel employed in support of this contract are expected to meet specified minimum experience or education requirements for their respective position, as of the date of their appointment. Such minimums are specified for each labor category identified in this document in Appendix A, Contract Support Position Descriptions and Qualifications.

### **7.2 Position Descriptions**

Descriptions of the various labor categories required under this contract are contained in a document titled Contract Support Position Descriptions and Qualifications, included as Appendix A to this document. Appendix A describes the general duties of each labor category, the minimum education, and experience required for consideration for a position in the labor category under this contract. Appendix A reflects information current as of the date of this document. The Contract Support Position Descriptions and Qualifications will be maintained and may be revised, if needed, by the CO following contract award. Revisions involving substantive changes to information in the Contract Support Position Descriptions and Qualifications will be subject to negotiation if requested by the contractor.

### **7.3 Staffing - Allowable Notification of Support Period**

The contractor shall fill each unique or biannual requirement from task orders within thirty (30) calendar days. Unanticipated operational or emergency requirements may be identified on task orders requiring a minimum of 1-days notice. Contractor will respond to COR with proposed support options for unanticipated operational or emergency requirements in order to meet the FAA identified requirement. In the case of new tasks being added to the contract's requirements, the thirty (30) days shall be counted from the date on which the written notice is received from the CO in the form of task order or delivery order.

### **7.4 Contractor Requests for Extension**

In the event the contractor foresees they will be unable to provide the support required for any previously ordered unique task within the thirty (30) days due to extenuating circumstances, the contractor may request an extension of the start date for the task if at all possible. Requests must be in writing, and must be submitted to either the CO or the COR no later than the tenth calendar day of the task start date in question. Requests shall provide the contractor's rationale for believing they will be unable to provide support for the task within the allowable period. The request should indicate the actions being taken by the contractor to provide the support, and also the projected date by which the contractor plans to provide the support. Requests should indicate any benefits resulting from acceptance of extension. This projected date is subject to negotiation of the allowable extension period for the identified unique task. No precedent shall be established by the approval of any request for extension, and each request shall be considered separate and distinct from any other requests submitted.

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## **7.5 Cancellation Policy**

The FAA Academy NAS Technical Services Division will notify the contractor of each unique task within thirty (30) calendar days. The FAA Academy NAS Technical Services Division will give the contractor a minimum of ten (10) calendar day's notice of cancellation of contracted services. This Cancellation Policy shall not apply, however, if said cancellation is a result of funding limits imposed by Congressional or Departmental action.

## **7.6 Alternative Employment Practices**

The contractor may propose employment practices differing from the information outlined below. However, the contractor shall bear a burden in such cases to demonstrate any benefits the FAA will realize from use of such practices, and how potential risks associated with the proposed utilization are to be minimized.

## **7.7 Describing Support Requirements**

The support projections reflected in the document "Contract Support Projections, 2007-2012" will be described in terms of an estimated fixed price needed within a task during a particular period of time. All support projections are reflected in Schedule B of the contract for each labor category. The FAA will identify the nature of the support requirements for each task in the task description. The support projections reflected in the document titled Schedule B, represent the FAA's projection, as of the date of this document for contract support requirements from October 1, 2007 to September 30, 2012. This projection is based on assumptions of workload prior to September 30, 2007. The FAA shall not be bound by, nor does it assume any obligation based on these projections as they are solely intended for use during this solicitation and will be revised as necessary following award. Schedule B does not imply guaranteed minimum requirements, except in CLINs identified by narrative description, and is based solely upon FAA projections. Work requirements are provided to the contractor via task work orders when the need arises. It must be stressed, however, that all proposals shall be subject to a risk assessment by the FAA, and to negotiation.

## **7.8 Strike Contingency Plan**

Within thirty (30) days after contract award, the contractor shall have in place a strike contingency plan to ensure continuity of operations in the event of a strike by contract personnel. Contract support services provided under the strike contingency plan shall be at no additional cost to the Government.

## **7.9 Contract Employee Affiliations**

The contractor must be aware of potential contract employees' affiliations (by blood, marriage, or living arrangement) and this should be identified to the FAA at the time of the applicant's initial qualifications review. The contractor must also identify changes in affiliations as they occur. The contractor will factor this information into the assignment of contractor employee to tasks or work area, in order to comply with the Government's human resource management standards and the contractor's own standards.

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**7.10 Special Security Consideration**

Certain security considerations are applicable to all personnel having access to the MMAC campus. As a result, all contract personnel providing direct support under this contract shall be subject to a National Agency Check with Inquiries (NACI) background investigation. This shall be true even where the risk/sensitivity level designation for the position being held does not, in and of itself, require one. Please refer to the FAA Acquisition Management Policy, Section 3.14, 'Security' and Section 3.14.2.1 '*Contractor Personnel Security Program.*'

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**Section 8. Contract Employee Performance**

**8.1 Employee Performance**

In the event a contract employee does not meet contract performance evaluation standards, FAA Academy standards, or found not to meet specific minimum experience and/or minimum education requirements for this position, that employee shall not be permitted to continue normal duties (listed in task requirements), until such time as they have met standards and requirements.

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## **Section 9. Contract Employee Training**

### **9.1 Contract Employee Orientation**

The FAA shall, in addition to any training that may be authorized in accordance with the following provisions, provide each contract employee with orientation to the methodologies, systems, procedures, and processes utilized by FAA Academy NAS Technical Services Division in the completion of its activities. This will be done in acknowledgement of the fact that even fully qualified contract personnel may be unaware of unique practices utilized in the FAA's training environment. Contract employees must complete associated security, safety, environmental and all other training as required by the FAA (e.g., SAVI, Electrical Safety, IS SAVI, etc.). Some of this training is required to be completed annually and completion certificates provided to the COR.

### **9.2 Unique Technical Training**

The FAA may provide training to contract personnel if the training is determined to be technically complex and unavailable from commercial sources. The FAA Academy NAS Technical Services Division is not obligated to provide such training, but may do so if in the best interest of the Government.

### **9.3 Contractor Training Costs**

In those situations where the FAA is authorized to provide training to contract personnel, it may be provided at no cost to the contractor or contract employee. However, the FAA retains the right to deduct costs incurred for training provided to contract personnel from payments otherwise due the contractor in specific situations, as described in paragraph 10.2. Also, no contract employee shall be trained at Government cost more than once for any given course.

### **9.4 Required Training – Technical Positions - Electronic Technicians, Computer Systems Analysts, Engineering Technicians**

Contract personnel assigned to duties with specific technical support services for the FAA Academy training systems to engineers, technicians, environmental specialists and programmers who improve and maintain the reliability of the National Airspace System (NAS). shall be required to successfully complete one or more training courses, depending on the specific nature of their duties.

### **9.5 Required Training – Other Positions**

Contract personnel in non-technical NAS System positions, regardless of specialty, shall be fully trained in their area of technical specialization prior to their utilization under this contract. Accordingly, the FAA does not anticipate any training will be required for these individuals. Should a need for training be identified at a later date, the restrictions described in paragraphs 9.2 and 9.3 shall apply.

### **9.6 Remedial Training**

In the event it is determined a contract employee is in need of remedial training, per paragraph 9.3 above, such remedial training shall be conducted/arranged/coordinated by the contractor.

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**9.7 Contractor Provided Training**

This document does not require, nor should it be interpreted as encouraging, the contractor to provide any training for contract employees that will result in a direct cost to this contract. However, as the FAA considers employee development one critical element in employee retention, the contractor may wish to propose a training program to provide their personnel with training for skill enhancement, career advancement, and to accommodate changes in mission, procedures, and equipment, to the extent it can be accomplished without direct charges to the contract.

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## **Section 10. Quality Assurance and Quality Control**

### **10.1 Leave Management**

The Contractor will monitor the leave usage of all contract employees in accordance with Schedule B. No additional hours will be added to the contract or provided by the FAA Academy NAS Technical Services Division in order to meet established requirements. Contract management support must be provided in a consistent manner and leave must not impact FAA requirements. Temporary assignment must be in accordance with FAA policies and procedures, requiring prior CO or COR approval, and must not incur any additional costs to the FAA Academy NAS Technical Services Division. Leave longer than the Extended Vacancy Period will be considered an Extended Vacancy. No more than a maximum of ten (10) working days of leave time can be utilized by contract employee within a thirty (30) day period without prior COR approval. Contractor will be charged a penalty for exceeding leave period of 100% of hourly composite rate, according to Schedule B, for each hour exceeding maximum allowable leave period. For further information regarding temporary assignments, please refer to HRPM EMP-1.15 *Temporary Internal Assignments*

### **10.2 Quality Assurance**

The contractor shall adhere to the FAA policies and procedures encompassing all training programs and learning activities noted in this Statement of Work. This program will be administered independently of any contractor evaluation and measurement activities including formative and summative evaluation. The FAA Quality Assurance Program shall not be considered a replacement or substitute for contractor accomplishment or monitoring for quality performance of all activities. The contractor shall conduct monthly formal Program Management Review (PMR) meetings as requested by the COR in which contractor will address FAA Academy NAS Technical Services Division required metrics.

### **10.3 Quality Control**

The contractor shall be responsible for ensuring the quality of service provided by contract personnel, and correspondingly for monitoring, evaluating, etc., the performance of their employees. This does not establish, nor should the contractor assume, any responsibilities other than those specified in the contract, for monitoring the quality of FAA programs, or FAA products.

### **10.4 Contractor Quality Control Plan**

Within thirty (30) days after contract award, the contractor shall prepare, implement, and maintain a quality control plan, to ensure compliance with all provisions of this document, as well as applicable provisions of the contract. A draft copy of this plan, including any anticipated modifications, shall be included with any proposal submitted in response to this document. Final copies of the plan, current as of the date of submittal, shall be provided to the CO and the COR, and the QRO if applicable, within thirty (30) calendar days of contract award. No subsequent changes may be made to the final quality control plan submitted without written approval from the CO.

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**Section 11. Data Reporting**

**11.1 Deliverables - Reports and Data**

The contractor shall provide various reports and data to the CO, the COR, and to other FAA offices as needed, as part of their normal administrative activities. These reports and data will include, but not limited to, those deliverables specifically in accordance with contract requirements.

**11.2 Labor Distribution Tracking System**

FAA Academy NAS Technical Services Division utilizes a management information system comprised of, in part, a labor distribution reporting (LDR) system established by FAA Order 2700.37, '*Labor Distribution Reporting*.' The primary objective of LDR is to provide accurate visibility of FAA personnel costs so that organizational resources can be applied effectively to enable increased efficiency in achieving FAA's mission and accomplishing organizational performance goals.

Contract personnel, as part of their normal duties under this contract, will be required to enter LDR data in the applicable FAA activity tracking system or provide the required information to the FAA COR. The FAA Academy NAS Technical Services Division will determine what method, format of data, and data collection to be used.



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## **Section 12. Transitions**

### **12.1 Contract Transitions**

The contractor shall provide a detailed plan for transitioning to performance under the new contract (phase-in). Uninterrupted provision of the services required by this SOW is critical to the FAA Academy NAS Technical Services Division. Consequently, it is imperative that transition to performance under this SOW be accomplished in a well-planned, orderly, efficient manner. For purposes of this SOW, the transition period shall be defined as the period between awarding of contract to total performance of all requirements, in this case no more than thirty (30) days.

The contractor will accomplish required phase-out transition activities deemed necessary by FAA Academy NAS Technical Services Division at the conclusion of this contract.

### **12.2 Phase-In Transition**

The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to:

- a) Furnish, as part of its technical proposal, a phase-in plan and
- b) Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

This Phase-In plan should address, as a minimum, the following:

- a) The number and title(s) of personnel participating in each event during transition.
- b) Contractor goals for each event in the transition.
- c) Contractor training and orientation activities not provided by the Government.
- d) Requirements for FAA Academy NAS Technical Services Division specific training.
- e) Contractor on-site facility and equipment requirements during the transition.
- f) Other training and transition actions to ensure quality of performance.
- g) Other guidance and assistance requested from the Government.
- h) Optimum time required for the transition, circumstances permitting.
- i) The minimum time required for the transition.

### **12.3 Phase-Out Transition**

At the conclusion of any performance period, including option periods or extensions, the services provided under this contract may revert to an in-house Government operation or may be awarded to another contractor. The contractor shall be required to assist in transition activities as identified by COR.

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## **Section 13. Miscellaneous Issues**

### **13.1 Contracting Officer's Technical Representative (COTR) Information**

Procedural guidance on administrative issues can be found at an Office of Acquisition Services (AMQ) sponsored COTR Information website: [http://amqinet.amc.faa.gov/COTR\\_Info.asp](http://amqinet.amc.faa.gov/COTR_Info.asp). This site is updated and maintained by AMQ.

### **13.2 After Hours Access to MMAC Buildings**

With the exception of scheduled evening shift instructional operations which may occur during the life of this contract, contract personnel shall request authorization from the CO or the COR to gain access to MMAC buildings outside the normal hours of operations. This requirement applies to the hours between 6:00 p.m. and 6:00 a.m. each day, all hours on weekends or holidays, and anytime MMAC is otherwise closed. For further information, please refer to the FAA Acquisition Management Policy (AMS), Section 3.14. 'Security' and to the Aeronautical Center Security Procedures System (ACSPS) at <http://acsps.amc.faa.gov/>.

### **13.3 Parking and Traffic Regulations**

The contractor will ensure all contract employees are advised of and adhere to published parking and traffic regulations applicable to the MMAC. For further information, please refer to the ACSPS.

### **13.4 Reserved Parking Spaces**

Reserved parking spaces may be requested in writing through the CO for employees with either temporary or permanent disabling conditions. No other requests for reserved parking spaces will be authorized.

### **13.5 Employee Appearance**

Contract personnel shall present a neat appearance appropriate for conduct of the Government's business during all duty hours. Further, each contract employee shall wear an identification badge, provided at no cost by the FAA, in accordance with existing FAA policies and regulations while at the MMAC.

Contract employees shall be well groomed and dress in a neat, clean, professional manner which shall reflect a positive image to the public and not detract from the professional image of the Government. The mode of attire for the workplace shall be business casual. Employees involved with class conduct may be required to wear business dress. Examples of business casual attire include casual slacks (e.g. khakis, corduroys), dress slacks, dresses, skirts, blouses, dress shirts, casual shirts with collars or banded necks or sweaters. Shoes shall be neat and clean.

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**13.6 Employee Conduct**

Contract personnel shall comply with and adhere to all applicable FAA directives, policies, standards, and procedures. A list of applicable directives, current as of the date of this document, can be found at the COTR Information website. For further information, please refer to Human Resource Policy Manual (HRPM) ER-4.1 '*Standards of Conduct.*'

<http://www.faa.gov/ahr/>

# **APPENDIX A**

## **CONTRACT SUPPORT POSITION DESCRIPTIONS AND QUALIFICATIONS**

Information regarding the Statement of Work for use in connection with the solicitation for

U. S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

Statement of Work, Appendix A

MIKE MONRONEY AERONAUTICAL CENTER (MMAC)  
FEDERAL AVIATION ADMINISTRATION (FAA)

FAA Academy

NAS Technical Services Division (AMA-900)

**OCTOBER 23, 2007**

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**CHANGE HISTORY**

<b><u>Change No.</u></b>	<b><u>Description of Change</u></b>	<b><u>DATE</u></b>
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**GENERAL OVERVIEW**

**Labor Category Definitions**

Labor categories used in this document have, wherever possible, been extracted from the Service Contract Act Directory of Occupations, which can be found online at <http://www.wdol.gov/library.html>. These labor categories, as used within this document, shall have the meaning set forth in the most current edition of that publication.

**Minimum Education/Experience Requirements**

All personnel employed in support of this contract are expected to meet any specified minimum experience and/or education requirements for their respective position, as of the date of their appointment. Such minimums are specified for each labor category identified in this document.

**General Requirement – All Labor Categories**

Regardless of labor category, all personnel employed in support of this contract shall be expected to be familiar with the operation of personal computers, standard operating systems equivalent to that used by the FAA, and with standard application software equivalent to that utilized in their proposed position.

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**SECTION 1. CONTRACT MANAGEMENT**

**1.1 Project Manager Position Description**

The Project Manager is responsible for providing oversight and management of all contract personnel employed in direct support of this contract.

- a) Oversees daily activities to maximize scheduling and real-time utilization of resources; Analyzes contract requirements and based on employees' skills recommends employee work assignments. Interfaces with FAA to ensure coordination of schedules and schedule adherence.
- b) Provides input on local conditions, identifies needs, and receives direction on real-time staffing increases or decreases.
- c) Enacts contingency plans as needed; identifies potential problems, troubleshoots, escalates issues to contract management if required, and participates in analysis of problems providing input for future process improvements. Develops and implements recovery plans for off-schedule and unanticipated requirements.
- d) Reviews ongoing performance results to meet targets; Takes corrective actions as necessary.
- e) Participates in daily, weekly, monthly, and annual planning process as appropriate.
- f) Keeps immediate contract management promptly and fully informed of all problems or unusual matters of significance and takes prompt, corrective action where necessary or suggests alternative courses of action.
- g) Determines standards of performance as a basis for progress review of assigned personnel. Ensures proper training of assigned personnel; Develops individuals for future contract task requirements.
- h) Ensures Quality Control and Quality Assurance of effort and delivery of training by monitoring assigned personnel. Coordinates with customers to obtain customer feedback and provide necessary program status.
- i) Provide effective feedback and/or remedial guidance to assigned personnel; Monitor time and attendance, based on FAA approved Contractor's Quality Control Plan.
- j) Performs other duties and responsibilities as required or requested; Performs all duties and responsibilities in a timely and effective manner in accordance with established contractor policies to achieve the overall objectives of this position.



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- k) Serve with the ability to conduct overall responsibility for the day-to-day planning, management, and direction of the organization in order to meet the requirement set forth in this contract.
- l) Enforces and provides oversight of the contract Quality Control plan, applicable to all deliverable products, outlined in Schedule B.
- m) Provide oversight of contract personnel and ensure the tasks assigned to contract personnel are completed in accordance with the terms of the contract.
- n) Communicate about areas of accountability and performance expectations of assigned personnel.
- o) Demonstrate and provide leadership regarding employee relations through effective communications, coaching, training, and development
- p) Demonstrate and provide leadership in problem resolution to facilitate faster and improved working relationships.
- q) Ensure compliance with contract requirements and standards regarding cost control, waste reduction, quality, safety, complete and on-time delivery of contract deliverables; Ensure on-site compliance also with state and federal regulations.
- r) Provide time-accounting of contractor personnel using the FAA labor distribution report (LDR) system and/or current applicable FAA activity tracking system.
- s) Shall provide the required administrative support for the execution of this contract requirement.
- t) Coordinate with FAA NAS Technical Services Division in providing the necessary program status and obtaining customer feedback; Perform performance reviews for directly supervised employees; Recommend and/or implement, as applicable, new processes where needed to improve quality or on-time delivery of contract deliverables; Recommend and lead efforts to improve existing processes to improve quality or on-time delivery.

The FAA also considers it essential that the contractor's on-site project manager have full authority to manage the day-to-day contractor operations and the authority to represent the contractor in dealings with the Contracting Officer (CO) or Contracting Officer's Representative (COR).

**1.1.1 Minimum Qualification Requirements – Project Manager**

- a) Education: A B.A., B.S., or M.S. is recommended. High school Diploma or G.E.D. required.
- b) Experience: At least five (5) years experience in the management and administration of efforts of scope and complexity comparable to that anticipated under this contract. Such experience may have been gained in administrative, professional, technical, or other responsible work in any combination within the following positions: Government or Private Industry

The ability to:

- 1. Lead change and achieve results;
- 2. Lead people and build relationships;

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3. Meet organizational goals;
4. Formulate and execute budget;
5. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
6. Plan and organize work; and
7. Communicate effectively orally and in writing.

Exceptions to qualifications shall be considered for candidates possessing exceptional credentials, previous experience as a FAA supervisor, manager, program manager, or those possessing closely related experiences who do not meet the minimum criteria will be considered for this position, provided that a written request for waiver of qualifications is submitted to the FAA and approved in advance of the candidate's selection. Each request for exception shall be considered on an individual basis.

## **SECTION 2. Electronic Technicians**

Electronic Technicians are responsible to provide specialized skills and knowledge for installation, modification, alignment, calibration, malfunction analysis, repair, operational requirements, testing integration, and logistics for various FAA NAS Academy Training Systems and equipment.

### **2.1 Position Description**

#### **23181 ELECTRONICS TECHNICIAN, MAINTENANCE I**

Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes.

Receives technical guidance, as required, from supervisor or higher level technician. Work is spot-checked for accuracy.

#### **23182 ELECTRONICS TECHNICIAN, MAINTENANCE II**

Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments.

Receives technical guidance, as required, from supervisor or higher level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.

#### **23183 ELECTRONICS TECHNICIAN, MAINTENANCE III**

Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes.

Work typically requires a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.

##### **2.1.1 Minimum Qualification Requirements – ELECTRONICS TECHNICIAN, MAINTENANCE**

- a) Education: A.A.S. is recommended but at least two (2) years of any of the following are required:

1. Electronics Technology, or
2. Electrical Engineering Degree from an accredited College or University (Baccalaureate or Associate), or
3. Two year certificate in Electronic Technology or Electro-Mechanics Technology, or

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4. Government or Private Sector in Electronics Technology or Electro-Mechanics Technology training.

High school Diploma or G.E.D. required.

- b) Experience: Recommended at least four (4) years in any combination of the following positions:
  1. Government or Private Industry Electrical Engineering, Electronics Technology, Electro-Mechanics Technology position, or
  2. Government or Private Industry Electronics Technology or Mechanical Electronics Technology instruction position.
- c) Specialized Experience: For designated systems (Radar, Automation, Navigation, Communication, Environmental, Electromechanical, and Information Technology) recommended a minimum of two (2) years experience in any combination of the following:
  1. Government or Private Industry system maintenance, or
  2. Government or Private Industry system engineering or design, or
  3. Government or Private Industry system instruction.

### **SECTION 3. COMPUTER SYSTEMS ANALYSTS**

Responsible for maintaining the availability of the NAS Automation equipment for the purpose of technical training for the FAA NAS Technical Services Division. Encompasses updating, configuring, and optimizing operating system software, as well as, maintaining and effecting replacement and repairs on Automation NAS hardware.

#### **3.1 Computer Systems Analysts Position Description**

##### **14101 COMPUTER SYSTEMS ANALYST I**

At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis where the nature of the system is predetermined. Uses established fact finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.

The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. May supervise technicians and others who assist in specific assignments.

##### **14102 COMPUTER SYSTEMS ANALYST II**

Applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, work load, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system.

Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

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Works independently under overall project objectives and requirements; appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May provide functional direction to lower level assistants on assigned work.

OR

Works on a segment of a complex data processing scheme or broad system, as described for computer systems analyst, level III. Works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system.

**14103 COMPUTER SYSTEMS ANALYST III**

Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems.

Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs

Under the direction of the contract Project Manager, the Computer Analysts resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). The Computer Analysts:

- a) Responds to computer output instructions and error conditions and, to avoid loss of information or to conserve computer time, may have to deviate from standard procedures.
- b) May spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems.

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- c) Uses knowledge of varied and advanced functions of En Route Automation for NAS systems and software within En Route Host.
- d) Has working knowledge of, but not limited to, Multiple Virtual Storage (MVS) and Virtual Machine (VM).
- e) May have knowledge of varied and advanced functions of En Route Automation Modernization (ERAM) and NAS Monitor.
- f) Ensures system integrity and availability to meet training lab requirements:
  - 1) Prepares equipment for lab sessions;
  - 2) Provides feedback to the appropriate FAA management office regarding any impacts that may affect lab schedules;
  - 3) Performs required maintenance to ensure peripheral devices (e.g. high speed printer, tape drives) are operational and available.

**3.1.1 Minimum Qualification Requirements – Computer Systems Analyst**

- a) Education: A.A.S. is recommended but at least two (2) years of any of the following are required:
  - 1. Information Technology, or
  - 2. Information Technology Degree from an accredited College or University (Baccalaureate or Associate), or
  - 3. Two year certificate in Information Technology or Computer Technology, or
  - 4. Government or Private Sector in Information Technology or Computer Technology Training.

High school Diploma or G.E.D. required.

- b) Experience: Recommended at least four (4) years computer operations with either mainframe or mini-main frame computer systems, demonstrating the complete ability to control the computer system, hardware, peripherals, and all appropriate software programs (MVS, VM, and NAS Monitor) operating systems, through system keyboard inputs and equipment switches.
- c) Specialized Experience: For designated systems (Radar, Automation, Navigation, Communication, Environmental, Electromechanical, and Information Technology) recommended a minimum of two (2) years experience in any combination of the following:
  - 1. Government or Private Industry system maintenance, or
  - 2. Government or Private Industry system engineering or design, or
  - 3. Government or Private Industry system instruction.

**Appendix A**  
**DRAFT Contract Support Position Descriptions and Qualifications**

**SECTION 4. Engineering Technicians**

Responsible for conducting tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; operational requirements, and testing integration, for various FAA NAS Academy Training Systems and equipment.

**4.1 Engineering Technicians Position Description**

**30081 ENGINEERING TECHNICIAN I**

Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as:

Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting.

Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data.

Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

**30082 ENGINEERING TECHNICIAN II**

Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; non-routine work may also be reviewed in progress. Performs at this level one or a combination of such typical duties as:

Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment.

Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors.

Extracts engineering data from various prescribed but non-standardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.

**30083 ENGINEERING TECHNICIAN III**

Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical duties as:

Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.

Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.



**Appendix A**  
**DRAFT Contract Support Position Descriptions and Qualifications**

Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data.

Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation.

**30084 ENGINEERING TECHNICIAN IV**

Performs nonroutine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as:

Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts.

Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports.

Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.

**30085 ENGINEERING TECHNICIAN V**

Performs nonroutine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Contacts personnel in related activities to resolve problems and coordinate the work; reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. May train and be assisted by lower level technicians. Performs at this level one or a combination of such typical duties as:

Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.

From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements which are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.

**Appendix A**  
**DRAFT Contract Support Position Descriptions and Qualifications**

Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.

**30086 ENGINEERING TECHNICIAN VI**

Independently plans and accomplishes complete projects or studies of broad scope and complexity. Or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall project objectives. May supervise or train and be assisted by lower level technicians. Performs, at this level, one or a combination of such typical duties as:

Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment).

Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.

Designs and coordinates test set ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.

Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

**4.1.1 Minimum Qualification Requirements – Engineering Technician**

- a) Education: A.A.S. is recommended but at least two (2) years of any of the following are required:

1. Engineering Technology, or
2. Electrical Engineering Degree from an accredited College or University(Baccalaureate or Associate), or
3. Two year certificate in Engineering Technology or Electro-Mechanics Technology, or
4. Government or Private Sector in Engineering Technology or Electro-Mechanics Technology training.

High school Diploma or G.E.D. required.

**Appendix A**  
**DRAFT Contract Support Position Descriptions and Qualifications**

- b) Experience: Recommended at least four (4) years in any combination of the following positions:
1. Government or Private Industry Electrical Engineering, Engineering Technology, Electro-Mechanics Technology position, or
  2. Government or Private Industry Engineering Technology or Mechanical Engineering Technology instruction position.
- c) Specialized Experience: For designated systems (Radar, Automation, Navigation, Communication, Environmental, Electromechanical, and Information Technology) recommended a minimum of two (2) years experience in any combination of the following:
1. Government or Private Industry system maintenance, or
  2. Government or Private Industry system engineering or design, or
  3. Government or Private Industry system instruction.

## **SECTION 5. Environmental Technician**

Responsible for aspects of environmental, engineering and scientific processes in determining sources and methods of controlling pollutants in air, water, and soil, activities relating to technical training of FAA NAS Technical Services Division.

### **5.1 Environmental Technician Position Description**

#### **30090 ENVIRONMENTAL TECHNICIAN**

Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. Collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants. Collects water samples from streams and lakes, or raw, semiprocessed or processed water, industrial waste water, or water from other sources to assess pollution problem. Collects soil, silt, or mud to determine chemical composition and nature of pollutants. Prepares sample for testing, records data, and prepares summaries and charts for review. Sets monitoring equipment to provide flow of information. Installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station. May conduct bacteriological or other tests related to research in environmental or pollution control activity. May collect and analyze engine exhaust emissions to determine type and amount of pollutants. May specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

#### **5.1.1 Minimum Qualification Requirements – Environmental Technician**

a) Education: A.A.S. is recommended but at least two (2) years of any of the following are required:

- 1) Environmental Technology, or
- 2) Environmental Technology Degree from an accredited College or University(Baccalaureate or Associate), or
- 3) Two year certificate in Environmental Technology
- 4) Government or Private Sector in Environmental Technology or Environmental Technology training.

High school Diploma or G.E.D. required.

b) Experience: Recommended at least four (4) years of the following position:

- 1) Government or Private Industry Environmental Technology,

## **SECTION 6. Supply Technician**

Responsible for aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local or other supply activities relating to the FAA NAS Technical Services Division.

### **6.1 Supply Technician Position Description**

#### **01410 SUPPLY TECHNICIAN**

Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements, together with specific variations in or from standardized guidelines. Assignments require (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data, to establish the facts, and to take or recommend action based upon application or interpretation of established guidelines.

#### **Illustrative Assignments:**

1. Inventory management: Responsible for inventory management of decentralized and decontrolled items, including supplies, and equipment. Items managed typically are of low unit or annual demand value, involve short procurement lead time (less than 9 months), are obtained from standard or other readily available sources of supply, and reflect relatively stable patterns of demand. Items usually are of a general, common-use type, nonreparable and seldom require intensive investigation of atypical variations in their supply and demand patterns. Positions are located in local, regional, or headquarters offices for which the military supply management organization has overall inventory management responsibility. The work includes requirements determination and forecasting, distribution or redistribution of material, procurement authorization, limited funds management, or other related work.
2. Material coordination: Performs material coordination duties for special programs, maintenance, or production shops. Duties are performed on the basis of practical experience in processing and expediting supply transactions related to the particular organizations serviced.
3. Cataloging: Writes item descriptions for a range of new items entering the supply channels of a particular agency or field establishment. Applies requirements selecting the appropriate description pattern and answering the requirements contained in the pattern. Reviews existing stock catalogs, manufacturers' catalogs, drawings, or other resource materials, for the purpose of matching characteristics or part numbers to identify duplicate items already catalogued or otherwise recorded in the supply system.

#### **Level of Responsibility:**

Works within a framework of established supply regulations, policies, and procedures, or other governing supply management guidelines.

**Appendix A**  
**DRAFT Contract Support Position Descriptions and Qualifications**

Deals with a variety of operating officials regarding limited aspects of program needs of the organization serviced. Contacts may relate to inventory requirements in a stable or standardized organization and to the adequate description or identification of less complex items which are new to the system. May contact representatives of commercial firms to obtain information regarding new items of supply, item characteristics, or procurement lead time; or representatives of government agencies (Federal, State or local) regarding the utilization of property.

**6.1.1 Minimum Qualification Requirements – Supply Technician**

a) **Education:** A.A.S. or at least two (2) years of any of the following is recommend:

- 1) Supply Chain Management work, or
- 2) Supply Chain Management Degree from an accredited College or University(Baccalaureate or Associate), or
- 3) Two year certificate in Supply Chain Management
- 4) Government or Private Sector in Supply Chain Management training.

High school Diploma or G.E.D. required

b) **Experience:** Recommended at least four (4) years aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities relating to equipment.

## **SECTION 7. Production Control Clerk**

Responsible for compiling and recording production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures relating to equipment for the purpose of technical training of FAA NAS Technical Services Division.

### **7.1 Production Control Clerk Position Description**

#### **01270 PRODUCTION CONTROL CLERK**

Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll.

#### **7.1.1 Minimum Qualification Requirements – Production Control Clerk**

a) Education: A.A.S. or at least two (2) years of any of the following is recommended:

- 1) Production Control, or
- 2) Production Control Degree from an accredited College or University(Baccalaureate or Associate), or
- 3) Two year certificate in Production Control
- 4) . Government or Private Sector in Production Control training.

High school Diploma or G.E.D. required

b) Experience: Recommended at least four (4) years compiling and recording production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures

## **SECTION 8. General Clerk**

Responsible for assisting in a variety of administrative matters as well as logistics support relating to activities for the FAA Academy NAS Technical Services Division.

### **8.1 General Clerk Position Description**

#### **01111 GENERAL CLERK I**

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing precoded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

#### **01112 GENERAL CLERK II**

Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

#### **01113 GENERAL CLERK III**

Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

#### **8.1.1 Minimum Qualification Requirements – General Clerk**

- a) Education: A.A.S. is recommended. High school Diploma or G.E.D. required
- b) Experience: Recommended at least four (4) years assisting in a variety of administrative matters.



# **APPENDIX B**

## **CONTRACT TERMS, ACRONYMS, AND ADDITIONAL RESOURCES**

Information regarding the Statement of Work for use in connection with the solicitation for

U. S. DEPARTMENT OF TRANSPORTATION

FEDERAL AVIATION ADMINISTRATION

Statement of Work, Appendix B

MIKE MONRONEY AERONAUTICAL CENTER (MMAC)

FEDERAL AVIATION ADMINISTRATION (FAA)

FAA Academy

NAS Technical Services Division (AMA-900)

**OCTOBER 23, 2007**

**Appendix B**  
**DRAFT Contract Terms and Acronyms**

**CHANGE HISTORY**

**Change No.**

**Description of Change**

**Appendix B**  
**DRAFT Contract Terms and Acronyms**

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**Appendix B**  
**DRAFT Contract Terms and Acronyms**

**Section 1. Contract Terms and Acronyms**

<b>ADL</b>	Advanced Distributed Learning
<b>ADO</b>	ActiveX Data Objects
<b>ADR</b>	Alternative Dispute Resolution
<b>ADTS</b>	Activity Data Tracking System
<b>AICC</b>	Aviation Industry CBT (Computer-Based Training) Committee
<b>AIP</b>	Airport Improvement Program
<b>AMS</b>	Acquisition Management System
<b>APB</b>	Acquisition Program Baseline
<b>APML</b>	Acquisition Program Manager for Logistics
<b>ARA</b>	Office of Research and Acquisitions
<b>ASAG</b>	Acquisition System Advisory Group
<b>AOPC</b>	Agency/Organization Program Coordinator
<b>AOS</b>	Operational Support Service
<b>AP</b>	Approving Official
<b>ASP</b>	Application Service Provider
<b>AWS</b>	Alternate Work Schedule
<b>BIT</b>	Basic Instructor Training
<b>CAS</b>	Cost Accounting Standards
<b>CAS</b>	Commercially Available Software (2 <sup>nd</sup> definition for this acronym)
<b>CBI</b>	Computer Based Instruction
<b>CCB</b>	Configuration Control Board
<b>CCD</b>	Configuration Control Decision
<b>CFR</b>	Code of Federal Regulations
<b>CGI</b>	Common Gateway Interface
<b>CIB</b>	Card Issuing Bank
<b>CIP</b>	Capital Investment Plan
<b>CLIN</b>	Contract Line Item Number
<b>CM</b>	Configuration Management
<b>CMI</b>	Computer Management Instruction
<b>CO</b>	Contracting Officer
<b>COCO</b>	Chief of the Contracting Office
<b>COI</b>	Critical Operational Issue
<b>COR</b>	Contracting Officer Representative
<b>COTS</b>	Commercial Off The Shelf
<b>CPR</b>	Cardiopulmonary Resuscitation
<b>CSS</b>	Cascading Style Sheets
<b>DOM</b>	Document Object Model
<b>DOT</b>	Department of Transportation

**Appendix B**  
**DRAFT Contract Terms and Acronyms**

<b>DRO</b>	Dispute Resolution Officer
<b>DHTML</b>	Dynamic HyperText Markup Language
<b>EA</b>	Environmental Assessment
<b>EIS</b>	Environmental Impact Statement
<b>F&amp;E</b>	Facilities and Equipment
<b>FAA</b>	Federal Aviation Administration
<b>FAE</b>	FAA Acquisition Executive
<b>FAPM</b>	Federal Aviation Personnel Manual
<b>FAST</b>	FAA Acquisition System Toolset
<b>FONSI</b>	Finding of No Significant Interest
<b>FSS</b>	Federal Supply Schedule
<b>FTR</b>	Federal Travel Regulations
<b>GFI</b>	Government Furnished Information
<b>GFP</b>	Government Furnished Property
<b>GSA</b>	General Services Administration
<b>HRPM</b>	Human Resource Policy Manual
<b>HTML</b>	HyperText Markup Language
<b>ISD</b>	Instructional System Design
<b>IAR</b>	Investment Analysis Report
<b>ILS</b>	Integrated Logistics Support
<b>IMT</b>	Integrated Management Team
<b>IOT&amp;E</b>	Independent Operational Test and Evaluation
<b>IPDS</b>	Integrated Product Development System
<b>IPLT</b>	Integrated Product Leadership Team
<b>IPP</b>	Integrated Program Plan
<b>IPT</b>	Integrated Product Team
<b>IRT</b>	Integrated Requirements Team
<b>ISD</b>	Instructional Systems Design
<b>IT</b>	Information Technology
<b>JRC</b>	Joint Resources Council
<b>LAN</b>	Local Area Network
<b>LDR</b>	Labor Distribution Reporting
<b>LOB</b>	Line of Business
<b>MCC</b>	Merchant Category Codes
<b>MMAC</b>	Mike Monroney Aeronautical Center
<b>MNS</b>	Mission Need Statement
<b>MVS</b>	Multiple Virtual Storage
<b>NACI</b>	National Agency Check with Inquiries
<b>NAIC</b>	North American Industry Classification
<b>NAS</b>	National Airspace System
<b>NCP</b>	National Airspace System Change Proposal

**Appendix B**  
**DRAFT Contract Terms and Acronyms**

<b>NDI</b>	Non-developmental Item
<b>NFPA</b>	National Fire Protection Association
<b>ODR</b>	Office of Disputes Resolution
<b>OMB</b>	Office of Management and Budget
<b>OPR</b>	Offices of Primary Responsibility
<b>OPS</b>	Operations
<b>OST</b>	Office of the Secretary of Transportation
<b>P3I</b>	Preplanned Product Improvement
<b>PMR</b>	Program Management Review
<b>PMR</b>	Program Management Review
<b>PSM</b>	Procurement Strategy Meeting
<b>PT</b>	Product Team
<b>P-SQL</b>	Pervasive Structured Query Language
<b>QA</b>	Quality Assurance
<b>QC</b>	Quality Control
<b>OPM</b>	Office of Personnel Management
<b>OPS</b>	Operations
<b>QRO</b>	Quality and Reliability Officer
<b>QVL</b>	Qualified Vendor List
<b>RCCB</b>	Regional Configuration Control Board
<b>RD</b>	Requirements Document
<b>RE&amp;D</b>	Research, Engineering, and Development
<b>RFO</b>	Request For Offer
<b>RIF</b>	Reduction-In-Force
<b>RMA</b>	Reliability, Maintainability, and Availability
<b>SAVI</b>	Security Awareness Virtual Initiative
<b>SCORM</b>	Sharable Content Object Reference Model
<b>SDB</b>	Small Disadvantage Business
<b>SEDB</b>	Socially and Economically Disadvantaged Businesses
<b>SEOAT</b>	Systems Engineering/Operational Analysis Team
<b>SIC</b>	Standard Industrial Classification
<b>SIR</b>	Screening Information Request
<b>SME</b>	Subject Matter Expert
<b>SOW</b>	Statement of Work
<b>SQL</b>	Structured Query Language
<b>SSO</b>	Source Selection Official
<b>TDS</b>	Task Description Sheets
<b>T&amp;E</b>	Test and Evaluation
<b>T-SQL</b>	Transact-Structured Query Language
<b>U.S.C.</b>	United States Code
<b>VM</b>	Virtual Machine

**Appendix B**  
**DRAFT Contract Terms and Acronyms**

**WO**

**Work Order**

**Section 2. Additional On-Line Resources**

Following are additional sites that provide information regarding what a term or acronym might mean.

<http://www.asu.faa.gov/lc/what.htm>

<http://www.cmel.faa.gov/LRS/TERMS/ACRONYMS.htm>

<http://acronyms.thefreedictionary.com/>

WD-05-2431R5.txt  
WD 05-2431 (Rev.-5) was first posted on www.wdol.gov on 10/09/2007

\*\*\*\*\*  
REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

William W. Gross                      Division of  
Director                      Wage Determinations

Wage Determination No.: 2005-2431  
Revision No.: 5  
Date Of Revision: 09/28/2007

State: Oklahoma

Area: Oklahoma Counties of Alfalfa, Atoka, Beckham, Blaine, Bryan, Caddo, Canadian, Carter, Cleveland, Coal, Custer, Dewey, Ellis, Garfield, Garvin, Grady, Grant, Harper, Hughes, Johnston, Kingfisher, Lincoln, Logan, Love, Major, Marshall, McClain, Murray, Noble, Oklahoma, Payne, Pontotoc, Pottawatomie, Roger Mills, Seminole, Washita, Woods, Woodward

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE

MINIMUM WAGE RATE

01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	12.27
01012 - Accounting Clerk II	13.78
01013 - Accounting Clerk III	18.28
01020 - Administrative Assistant	20.53
01040 - Court Reporter	18.46
01051 - Data Entry Operator I	10.62
01052 - Data Entry Operator II	11.59
01060 - Dispatcher, Motor Vehicle	14.94
01070 - Document Preparation Clerk	12.24
01090 - Duplicating Machine Operator	12.24
01111 - General Clerk I	10.91
01112 - General Clerk II	12.50
01113 - General Clerk III	18.00
01120 - Housing Referral Assistant	18.26
01141 - Messenger Courier	9.83
01191 - Order Clerk I	11.46
01192 - Order Clerk II	14.08
01261 - Personnel Assistant (Employment) I	13.52
01262 - Personnel Assistant (Employment) II	15.16
01263 - Personnel Assistant (Employment) III	17.58
01270 - Production Control Clerk	19.05
01280 - Receptionist	10.73
01290 - Rental Clerk	13.19
01300 - Scheduler, Maintenance	13.20
01311 - Secretary I	13.20
01312 - Secretary II	15.76
01313 - Secretary III	18.26
01320 - Service Order Dispatcher	13.19
01410 - Supply Technician	20.53
01420 - Survey Worker	14.36
01531 - Travel Clerk I	11.34
01532 - Travel Clerk II	11.92
01533 - Travel Clerk III	12.50
01611 - Word Processor I	11.75
01612 - Word Processor II	13.19



01613 - Word Processor III	14.36
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	15.64
05010 - Automotive Electrician	16.35
05040 - Automotive Glass Installer	15.47
05070 - Automotive Worker	14.08
05110 - Mobile Equipment Servicer	12.54
05130 - Motor Equipment Metal Mechanic	15.64
05160 - Motor Equipment Metal Worker	14.08
05190 - Motor Vehicle Mechanic	15.64
05220 - Motor Vehicle Mechanic Helper	11.98
05250 - Motor Vehicle Upholstery Worker	13.31
05280 - Motor Vehicle Wrecker	14.08
05310 - Painter, Automotive	14.86
05340 - Radiator Repair Specialist	14.08
05370 - Tire Repairer	12.12
05400 - Transmission Repair Specialist	15.64
07000 - Food Preparation And Service Occupations	
07010 - Baker	9.04
07041 - Cook I	8.05
07042 - Cook II	9.69
07070 - Dishwasher	7.32
07130 - Food Service Worker	7.11
07210 - Meat Cutter	12.99
07260 - Waiter/Waitress	7.05
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.86
09040 - Furniture Handler	10.36
09080 - Furniture Refinisher	14.86
09090 - Furniture Refinisher Helper	11.75
09110 - Furniture Repairer, Minor	13.31
09130 - Upholsterer	14.86
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.75
11060 - Elevator Operator	8.74
11090 - Gardener	10.79
11122 - Housekeeping Aide	9.36
11150 - Janitor	9.36
11210 - Laborer, Grounds Maintenance	9.07
11240 - Maid or Houseman	7.31
11260 - Pruner	8.74
11270 - Tractor Operator	10.12
11330 - Trail Maintenance Worker	9.07
11360 - Window Cleaner	9.46
12000 - Health Occupations	
12010 - Ambulance Driver	12.49
12011 - Breath Alcohol Technician	14.26
12012 - Certified Occupational Therapist Assistant	20.48
12015 - Certified Physical Therapist Assistant	18.83
12020 - Dental Assistant	12.71
12025 - Dental Hygienist	28.36
12030 - EKG Technician	20.95
12035 - Electroneurodiagnostic Technologist	20.95
12040 - Emergency Medical Technician	12.49
12071 - Licensed Practical Nurse I	12.35
12072 - Licensed Practical Nurse II	13.82
12073 - Licensed Practical Nurse III	15.41
12100 - Medical Assistant	11.33
12130 - Medical Laboratory Technician	13.00
12160 - Medical Record Clerk	11.24
12190 - Medical Record Technician	13.54
12195 - Medical Transcriptionist	11.84
12210 - Nuclear Medicine Technologist	29.31

12221 - Nursing Assistant I	8.32
12222 - Nursing Assistant II	9.35
12223 - Nursing Assistant III	10.21
12224 - Nursing Assistant IV	11.46
12235 - Optical Dispenser	13.10
12236 - Optical Technician	10.76
12250 - Pharmacy Technician	14.75
12280 - Phlebotomist	12.16
12305 - Radiologic Technologist	21.27
12311 - Registered Nurse I	23.05
12312 - Registered Nurse II	28.19
12313 - Registered Nurse II, Specialist	28.19
12314 - Registered Nurse III	34.11
12315 - Registered Nurse III, Anesthetist	34.11
12316 - Registered Nurse IV	40.89
12317 - Scheduler (Drug and Alcohol Testing)	17.13
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.53
13012 - Exhibits Specialist II	20.67
13013 - Exhibits Specialist III	24.88
13041 - Illustrator I	18.96
13042 - Illustrator II	20.96
13043 - Illustrator III	26.17
13047 - Librarian	18.70
13050 - Library Aide/Clerk	10.85
13054 - Library Information Technology Systems Administrator	16.89
13058 - Library Technician	11.07
13061 - Media Specialist I	12.18
13062 - Media Specialist II	13.63
13063 - Media Specialist III	15.20
13071 - Photographer I	12.06
13072 - Photographer II	14.88
13073 - Photographer III	17.97
13074 - Photographer IV	22.44
13075 - Photographer V	25.75
13110 - Video Teleconference Technician	13.30
14000 - Information Technology Occupations	
14041 - Computer Operator I	13.69
14042 - Computer Operator II	15.32
14043 - Computer Operator III	18.70
14044 - Computer Operator IV	20.23
14045 - Computer Operator V	22.41
14071 - Computer Programmer I (1)	19.89
14072 - Computer Programmer II (1)	22.83
14073 - Computer Programmer III (1)	27.62
14074 - Computer Programmer IV (1)	27.62
14101 - Computer Systems Analyst I (1)	25.61
14102 - Computer Systems Analyst II (1)	27.62
14103 - Computer Systems Analyst III (1)	27.62
14150 - Peripheral Equipment Operator	13.69
14160 - Personal Computer Support Technician	20.23
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	24.73
15020 - Aircrew Training Devices Instructor (Rated)	29.92
15030 - Air Crew Training Devices Instructor (Pilot)	32.91
15050 - Computer Based Training Specialist / Instructor	25.02
15060 - Educational Technologist	22.28
15070 - Flight Instructor (Pilot)	32.91
15080 - Graphic Artist	20.81
15090 - Technical Instructor	17.74
15095 - Technical Instructor/Course Developer	21.70
15110 - Test Proctor	15.76
15120 - Tutor	15.76

16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	7.79
16030 - Counter Attendant	7.79
16040 - Dry Cleaner	9.93
16070 - Finisher, Flatwork, Machine	7.79
16090 - Presser, Hand	7.79
16110 - Presser, Machine, Drycleaning	7.79
16130 - Presser, Machine, Shirts	7.79
16160 - Presser, Machine, Wearing Apparel, Laundry	7.79
16190 - Sewing Machine Operator	10.64
16220 - Tailor	11.36
16250 - Washer, Machine	8.53
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	17.99
19040 - Tool And Die Maker	24.44
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.17
21030 - Material Coordinator	20.57
21040 - Material Expediter	20.57
21050 - Material Handling Laborer	10.95
21071 - Order Filler	11.74
21080 - Production Line Worker (Food Processing)	14.17
21110 - Shipping Packer	12.63
21130 - Shipping/Receiving Clerk	12.63
21140 - Store Worker I	12.25
21150 - Stock Clerk	14.85
21210 - Tools And Parts Attendant	14.17
21410 - Warehouse Specialist	14.17
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	21.41
23021 - Aircraft Mechanic I	20.39
23022 - Aircraft Mechanic II	21.41
23023 - Aircraft Mechanic III	22.48
23040 - Aircraft Mechanic Helper	14.81
23050 - Aircraft, Painter	17.63
23060 - Aircraft Servicer	16.76
23080 - Aircraft Worker	17.75
23110 - Appliance Mechanic	16.59
23120 - Bicycle Repairer	12.12
23125 - Cable Splicer	19.91
23130 - Carpenter, Maintenance	16.45
23140 - Carpet Layer	15.59
23160 - Electrician, Maintenance	17.43
23181 - Electronics Technician Maintenance I	17.95
23182 - Electronics Technician Maintenance II	22.61
23183 - Electronics Technician Maintenance III	25.36
23260 - Fabric Worker	15.04
23290 - Fire Alarm System Mechanic	16.94
23310 - Fire Extinguisher Repairer	14.17
23311 - Fuel Distribution System Mechanic	21.82
23312 - Fuel Distribution System Operator	17.20
23370 - General Maintenance Worker	15.49
23380 - Ground Support Equipment Mechanic	20.39
23381 - Ground Support Equipment Servicer	16.76
23382 - Ground Support Equipment Worker	17.75
23391 - Gunsmith I	14.13
23392 - Gunsmith II	15.73
23393 - Gunsmith III	17.38
23410 - Heating, Ventilation And Air-Conditioning Mechanic	17.20
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	18.20
23430 - Heavy Equipment Mechanic	17.20
23440 - Heavy Equipment Operator	16.82

23460	- Instrument Mechanic	20.59
23465	- Laboratory/Shelter Mechanic	16.65
23470	- Laborer	10.03
23510	- Locksmith	16.58
23530	- Machinery Maintenance Mechanic	18.18
23550	- Machinist, Maintenance	17.20
23580	- Maintenance Trades Helper	11.98
23591	- Metrology Technician I	20.59
23592	- Metrology Technician II	21.63
23593	- Metrology Technician III	22.69
23640	- Millwright	17.44
23710	- Office Appliance Repairer	16.65
23760	- Painter, Maintenance	16.35
23790	- Pipefitter, Maintenance	19.06
23810	- Plumber, Maintenance	18.32
23820	- Pneudraulic Systems Mechanic	17.44
23850	- Rigger	17.75
23870	- Scale Mechanic	15.81
23890	- Sheet-Metal Worker, Maintenance	19.78
23910	- Small Engine Mechanic	15.49
23931	- Telecommunications Mechanic I	19.73
23932	- Telecommunications Mechanic II	20.64
23950	- Telephone Lineman	19.01
23960	- Welder, Combination, Maintenance	17.20
23965	- Well Driller	17.44
23970	- Woodcraft Worker	17.44
23980	- Woodworker	14.13
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	8.41
24580	- Child Care Center Clerk	12.06
24610	- Chore Aide	8.73
24620	- Family Readiness And Support Services Coordinator	10.02
24630	- Homemaker	15.64
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	22.39
25040	- Sewage Plant Operator	16.59
25070	- Stationary Engineer	22.39
25190	- Ventilation Equipment Tender	13.00
25210	- Water Treatment Plant Operator	16.35
27000	- Protective Service Occupations	
27004	- Alarm Monitor	12.73
27007	- Baggage Inspector	11.43
27008	- Corrections Officer	17.42
27010	- Court Security Officer	19.68
27030	- Detection Dog Handler	15.03
27040	- Detention Officer	17.42
27070	- Firefighter	19.82
27101	- Guard I	11.43
27102	- Guard II	15.03
27131	- Police Officer I	20.53
27132	- Police Officer II	22.82
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	9.42
28042	- Carnival Equipment Repairer	10.14
28043	- Carnival Equipment Worker	7.38
28210	- Gate Attendant/Gate Tender	12.60
28310	- Lifeguard	11.23
28350	- Park Attendant (Aide)	14.10
28510	- Recreation Aide/Health Facility Attendant	10.29
28515	- Recreation Specialist	14.10
28630	- Sports Official	11.23
28690	- Swimming Pool Operator	15.22
29000	- Stevedoring/Longshoremen Occupational Services	

29010 - Blocker And Bracer	19.17
29020 - Hatch Tender	19.17
29030 - Line Handler	19.17
29041 - Stevedore I	18.23
29042 - Stevedore II	20.19
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	32.97
30011 - Air Traffic Control Specialist, Station (HFO) (2)	22.73
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	25.06
30021 - Archeological Technician I	15.46
30022 - Archeological Technician II	18.68
30023 - Archeological Technician III	23.12
30030 - Cartographic Technician	23.06
30040 - Civil Engineering Technician	24.03
30061 - Drafter/CAD Operator I	15.46
30062 - Drafter/CAD Operator II	18.62
30063 - Drafter/CAD Operator III	20.76
30064 - Drafter/CAD Operator IV	23.79
30081 - Engineering Technician I	16.42
30082 - Engineering Technician II	20.05
30083 - Engineering Technician III	22.43
30084 - Engineering Technician IV	27.79
30085 - Engineering Technician V	33.79
30086 - Engineering Technician VI	38.78
30090 - Environmental Technician	20.60
30210 - Laboratory Technician	16.28
30240 - Mathematical Technician	23.06
30361 - Paralegal/Legal Assistant I	18.00
30362 - Paralegal/Legal Assistant II	22.29
30363 - Paralegal/Legal Assistant III	27.27
30364 - Paralegal/Legal Assistant IV	32.99
30390 - Photo-Optics Technician	23.06
30461 - Technical Writer I	16.73
30462 - Technical Writer II	20.46
30463 - Technical Writer III	24.76
30491 - Unexploded Ordnance (UXO) Technician I	20.95
30492 - Unexploded Ordnance (UXO) Technician II	25.35
30493 - Unexploded Ordnance (UXO) Technician III	30.39
30494 - Unexploded (UXO) Safety Escort	20.95
30495 - Unexploded (UXO) Sweep Personnel	20.95
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	20.76
30621 - Weather Observer, Senior (2)	23.06
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.62
31030 - Bus Driver	14.66
31043 - Driver Courier	13.20
31260 - Parking and Lot Attendant	8.00
31290 - Shuttle Bus Driver	14.03
31310 - Taxi Driver	9.49
31361 - Truckdriver, Light	14.03
31362 - Truckdriver, Medium	15.85
31363 - Truckdriver, Heavy	17.70
31364 - Truckdriver, Tractor-Trailer	17.70
99000 - Miscellaneous Occupations	
99030 - Cashier	7.57
99050 - Desk Clerk	8.41
99095 - Embalmer	23.55
99251 - Laboratory Animal Caretaker I	9.96
99252 - Laboratory Animal Caretaker II	10.59
99310 - Mortician	23.55
99410 - Pest Controller	13.65
99510 - Photofinishing Worker	10.56
99710 - Recycling Laborer	10.69

99711 - Recycling Specialist	13.56
99730 - Refuse Collector	10.88
99810 - Sales Clerk	10.81
99820 - School Crossing Guard	7.43
99830 - Survey Party Chief	21.47
99831 - Surveying Aide	12.07
99832 - Surveying Technician	17.31
99840 - Vending Machine Attendant	11.50
99841 - Vending Machine Repairer	13.84
99842 - Vending Machine Repairer Helper	11.18

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.16 per hour or \$126.40 per week or \$547.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the

employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).

- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.



ATTACHMENT 2  
\*ADJUDICATIVE STANDARDS: ISSUES  
CLA 1262 (JUL 2001)

Major issues or conduct which standing alone would be disqualifying under suitability, for any position is a conviction record within the past 9 years, particularly for issues 1, 2, 4, 5, 6, or 8. In addition, a pattern is defined as two or more convictions or a combination of two or more issues of any or all of the items listed below.

1. Issues related to use or possession of intoxicants:  
Pattern of excessive use as reflected in (1) conviction record; (2) job performance; (3) employment history; (4) inability to function responsibly; (5) medical treatment; and (6) health.
2. Issues related to illegal use/possession of controlled substances or marijuana:  
Pattern of excessive use as reflected in (1) conviction record; (2) job performance; (3) employment history; (4) inability to function responsibly; (5) medical treatment; (6) health; (7) manufacturing; (8) addiction; (9) importing/trafficking; and (10) cultivating for sale.
3. Issues related to financial responsibility:  
Pattern of irresponsibility as reflected in (1) credit history; (2) disregard for debts; (3) abuse of fiduciary trust; and (4) continuing, major, valid liabilities.
4. Issues related to immoral conduct:  
Pattern of misconduct as reflected in (1) conviction record; (2) medical treatment; (3) public knowledge; (4) child molestation; (5) sexual assault statutory rape; (6) incest; and (7) bestiality.
5. Issues related to honesty:  
Pattern of dishonesty as reflected in (1) disregard for truth; (2) conviction records; (3) abuse of trust; (4) employment records; (5) blackmail; (6) counterfeiting; (7) extortion; (8) armed robbery; and (9) intentional false statement or deception or fraud in examination or appointment.
6. Issues related to disruptive or violent behavior:  
Pattern of violence as reflected in (1) conviction record; (2) disregard for life or property; (3) civil actions; (4) employment record; (5) medical record; (6) aggravated assault; (7) assault with a deadly weapon; (8) assault with intent to commit rape; (9) kidnapping/abduction; (10) murder; (11) rape; (12) arson; (13) threat or assault upon a public official; (14) voluntary manslaughter; and (15) child abuse.
7. Issues related to termination or forced resignation:  
Pattern of unemployability based on misconduct or delinquency as reflected in employment history.
8. Issues related to firearms/weapons:  
Improper/illegal sale or transportation of firearm or explosive; manufacture of firearms or explosives.
9. Miscellaneous issues:

Hatch Act violation; (2) mutilation/destruction of public records; (3) engaging in riots or civil disorders; (4) striking against Government; and (5) desertion.